

ASSISTANT CHIEF OF EDUCATION, CORRECTIONAL PROGRAMS

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: July 15 – 17, 2002

Collective Bargaining Identification: M03

Job Analysis Conducted By: Tamara Massey-Ferguson, Staff Services Analyst
Marion Dilley, Staff Services Manager I
Personnel Examining Section, Headquarters

Number of Incumbents: There are 2 incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated June 3, 2002.

Subject Matter Expert(s):

Yvette Page, Superintendent of Correctional Education, Education and Inmate Programs Unit, Headquarters

Ms. Page currently works as a Superintendent of Correctional Education for the Education and Inmate Programs Unit with the California Department of Corrections. She has been in this position for 22 months. Ms. Page has worked a total of 12 years for the California Department of Corrections.

Phil DeGrood, Assistant Chief of Education, Correctional Programs, Education and Inmate Programs Unit, Headquarters

Mr. DeGrood currently works as an Assistant Chief of Education, Correctional Programs for the Education and Inmate Programs Unit with the California Department of Corrections. He has been in this position for 10 months. Mr. DeGrood has worked a total of 15 years for the California Department of Corrections.

Raul Romero, Assistant Chief of Education, Correctional Programs, Education and Inmate Programs Unit, Headquarters

Mr. Romero currently works as an Assistant Chief of Education, Correctional Programs for the Education and Inmate Programs Unit with the California Department of Corrections. He has been in this position for 10 months. Mr. Romero has worked a total of 11 years for the California Department of Corrections.

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The initial list of tasks and knowledge, skills & abilities statements were identified after conducting a literature review which consisted of:

- Exam history file
- State Personnel Board job specification
- Consulting with various Subject Matter Experts